

# STEP UP

and **make a difference!**

October 1-30, 2015

2016 CAMPAIGN



# *One Gift*

Iowans  
Helping  
Iowans



# Agenda

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- Program Basics
- Liaison Responsibilities  
(Campaign Promotion)
- Data Entry Dates for  
Pledge forms

*One Gift*

Iowans  
Helping  
Iowans



# Basics

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One Gift is an opportunity for State of Iowa employees to contribute to participating charitable agencies through payroll deduction.

Donations made through the One Gift Program help fellow Iowans.

## One Gift Agencies Help:

Children  
Teenagers  
Scholars  
The Elderly  
The Disabled  
Veterans  
The Homeless  
Victims of Domestic Abuse  
Those w/ a Serious Illness  
Those Who Need  
Hospice Care  
The LGBT Community  
The Environment  
Animals



# Basics

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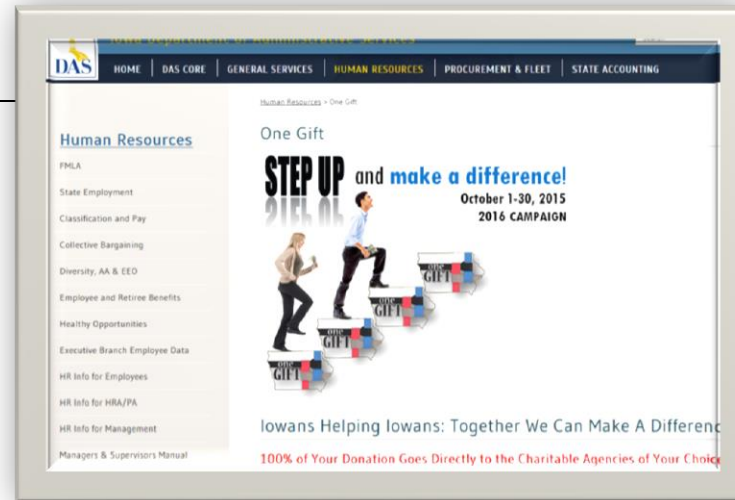
## Reminders of activities that are not allowed:

- Charitable agencies cannot directly solicit state employees.
- The State cannot promote a specific agency; instead, the State must promote the entire One Gift *Program*.



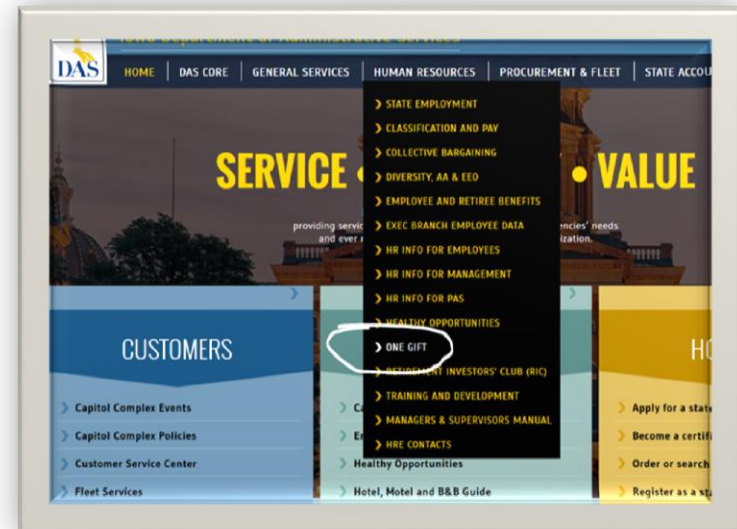
# Basics

**Website:**  
[onegift.iowa.gov](http://onegift.iowa.gov)



**Access from DAS website:**  
[das.iowa.gov](http://das.iowa.gov)

- Human Resources tab
- One Gift link under Human Resources dropdown





# Basics

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## Statistics- Previous 6 Campaigns

### Pledge information

| Campaign Year | Amount Pledged | # of Employees Participating | Total Number of State Employees | % of Employee Participation |
|---------------|----------------|------------------------------|---------------------------------|-----------------------------|
| 2010          | \$468,540.14   | 1,970                        | 22,636                          | 8.70%                       |
| 2011          | \$389,323.86   | 1,565                        | 20,958                          | 7.47%                       |
| 2012          | \$381,977.84   | 1,448                        | 20,820                          | 6.95%                       |
| 2013          | \$366,301.84   | 1,312                        | 20,517                          | 6.39%                       |
| 2014          | \$291,846.15   | 1,028                        | 20,148                          | 5.10%                       |
| 2015          | \$263,087.65   | 909                          | 19,979                          | 4.55%                       |



# Basics

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## Statistics- 2015 Campaign

Departments with greatest amount in pledges:

| Department              | Pledged Amount | # of Staff during Campaign | # of Contributors | % of Staff |
|-------------------------|----------------|----------------------------|-------------------|------------|
| Human Services          | \$39,209.28    | 4,700                      | 106               | 2.26%      |
| Transportation          | \$21,687.50    | 2,700                      | 76                | 2.81%      |
| Inspections and Appeals | \$14,650.58    | 512                        | 41                | 8.01%      |



# Basics

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## Statistics- 2015 Campaign

Departments with highest level of employee participation:

| Department                        | Pledged Amount | # of Staff during Campaign | # of Contributors | % of Staff |
|-----------------------------------|----------------|----------------------------|-------------------|------------|
| Public Employment Relations Board | \$1,905.58     | 9                          | 8                 | 88.89%     |
| Treasurer of State                | \$3,003.00     | 24                         | 16                | 66.67%     |
| Civil Rights Commission           | \$2,575.14     | 27                         | 10                | 37.04%     |





# Liaison Responsibilities

**Promote the One Gift Campaign  
in your department.**



**Collect** pledge forms  
from your employees  
(or direct them to turn  
them in to their  
Personnel Assistant.

STATE OF IOWA  
**2016 ONE GIFT PLEDGE FORM**  
100% of all donations go directly to the charitable agencies of your choice.

**EMPLOYEE INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Agency/Department/Commission \_\_\_\_\_

Please indicate payroll deduction schedule:

☐ All out of the first paycheck of each month  
☐ All out of the second paycheck of each month  
☐ Equally out of the first and second paychecks each month (24 pay periods)  
☐ Equally out of all paychecks each month (26 pay periods)  
☐ One-time payroll deduction out of the first paycheck in 2016

Please indicate pledge amount:

Total Gift (No cash or checks accepted) \$ \_\_\_\_\_  
Total amount from each paycheck \$ \_\_\_\_\_  
Minimum deduction is \$1.00 per paycheck, as required by state statute.

**ONE GIFT AGENCY**  
No goods or services are provided by any agency in return for contributions made to it by payroll deduction.

If you do not wish to designate which charity receives your contribution, use Agency No. 9999. Money will be distributed to the charities in the same ratio as designated gifts. You may designate up to three of the organizations listed in the One Gift website. To designate contributions to one or more charities, fill in the agency number(s) and the dollar amount(s) below:

| Agency Number | Annual Amount |
|---------------|---------------|
| _____         | \$ _____      |
| _____         | \$ _____      |
| _____         | \$ _____      |



# Liaison Responsibilities

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**Promote** the One Gift Campaign  
in your department.



Promotion ideas?

If you have ideas or past successes promoting the One Gift program in your department, please send them to [marsha.webb@iowa.gov](mailto:marsha.webb@iowa.gov) so she can share them with other liaisons.



# Liaison Responsibilities

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**Promote** the One Gift Campaign in your department.



**Ask your Director** to send employees an email supporting the campaign.

- 100% of all contributions go directly to the charitable agencies.
- Even pledging \$1.00/pay period makes a difference.
- Contributions are confidential. Only those processing the paperwork will see pledges. Contributor's names will not be provided to the charitable agencies.



# Liaison Responsibilities

**Promote** the One Gift Campaign in your department.



- **Campaign poster-** Email/post



- **Campaign flyer-** Email/post



- **Staff Meetings-** Inform and encourage pledges

**2016 One Gift**  
October 1 – 30, 2015

**What is One Gift?**  
One Gift is an opportunity for you to contribute to participating agencies through payroll deduction. **Donate!** Program **stay in Iowa**, where you live, work, and family!

**Does the State withhold 100% of your donation?**  
Yes, 100% of your donation goes directly to the charitable agency of your choice, with no administrative fees.

**How do I donate?**  
Donating is simple. One Gift is a payroll deduction program. Visit [onegift.iowa.gov](http://onegift.iowa.gov). One Gift is a payroll deduction program. Visit [onegift.iowa.gov](http://onegift.iowa.gov). One Gift is a payroll deduction program. Visit [onegift.iowa.gov](http://onegift.iowa.gov).

**Join with other caring State employees who are making a difference through One Gift. 100% of your donation goes directly to the charitable agency of your choice!**

**October 1-31, 2015**

**One Gift 2016 CAMPAIGN**

**Iowans Helping Iowans: Together We Can Make A Difference**  
<http://onegift.iowa.gov>





# Liaison Responsibilities

**Promote** the One Gift Campaign  
in your department.



- **Pledge Forms-** Personalize and send to your employees via an email merge



 STATE OF IOWA  
**2016 ONE GIFT PLEDGE FORM**

100% of all donations go directly to the charitable agencies of your choice.

**EMPLOYEE INFORMATION**

|           |            |                |
|-----------|------------|----------------|
| Smith     | Jo         | N              |
| Last Name | First Name | Middle Initial |

DAS

Agency/Department/Commission

Please indicate payroll deduction schedule:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | All out of the first paycheck of each month                               |
| <input type="checkbox"/> | All out of the second paycheck of each month                              |
| <input type="checkbox"/> | Equally out of the first and second paychecks each month (24 pay periods) |



# Data Entry Dates

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| Check Payday                               | Beginning  | Ending     |
|--|------------|------------|
| 1 = 1st Paycheck Only                      | 12-18-2015 | 12-02-2016 |
| 2 = 2nd Paycheck Only                      | 12-18-2014 | 12-02-2016 |
| 3 = 1st and 2nd Paychecks (24 pay periods) | 12-18-2015 | 12-02-2016 |
| 4 = All 26 Paychecks                       | 12-18-2015 | 12-02-2016 |
| 5 = One-Time Deduction                     | 12-18-2015 | 12-18-2015 |

*Pledges may be entered at any time during the October One Gift Campaign until December 31, 2015.  
(There is no need to hold pledges until December.)*



# Questions, Suggestions, Comments?

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Program coordinator

**Marsha Webb**

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